

**RESIDENT ENGINEER'S CONSTRUCTION CONTRACT
ADMINISTRATION CHECKLIST**

This form is to be completed and signed by the local agency's Resident Engineer, and submitted with Local agency's Award Package

This form was created to help local agency Resident Engineers with the administration of the federal-aid projects. This list does not contain all the Federal-aid requirements for administration of federal-aid projects. Resident Engineers are advised to review the *Local Assistance Procedures Manual* to be familiar with all the federal-aid requirements.

This form shall be used as reference if the local agency's federal-aid project is subject to a Process Review.

Local Agency Name _____

Federal-aid Project No. _____

1. Contract Staffing:☐

Names and titles of all staff assigned to the contract shall be in the contract files and shall be adequate (see Chapter 16, Section 16.3 "Project Supervision and Inspection").

☐

Date of Preconstruction Conference (Attendees list in contract file) _____

2. Authorization:☐

Date of the "Authorization to Proceed with Construction" _____
(Shall be prior to date project was advertised)

☐

Date the project was advertised _____

3. Contract Files:☐

Files shall be in an established order and separate from other contracts (see Chapter 16, Section 16.8 "Project Files").

Check one of the following: Index used on this project is ☐ Local agency's standard for all jobs, or
☐ For federal-aid jobs only.

4. Resident Engineer's/Construction Inspectors Daily Diaries:☐

Shall be current, thorough and neat with detailed information on all work performed (see Chapter 16, Section 16.7 "Engineer's Daily Reports").

5. Construction Records and Accounting Procedures:☐

Detail Estimate(s) and Finance Letter(s) are in the project files.

☐

Amount of federal-aid funds encumbered for the project, _____

☐

Program Supplemental Agreement is in the project files.

Distribution: 1. Local Agency Project File 2. DLAE (please put on first page only)

- ☐ There shall be source documents supporting progress payments made to Contractor.
- ☐ There shall be separate item sheets for each contract item paid.
- ☐ There shall be a procedure for Administrative or Labor Compliance deductions.
- ☐ Invoices to the State shall match progress payments made to the Contractor.
- 6. Contract Time:**
☐ A method shall be established to determine contract time (see Chapter 16, Section 16.5 "Contract Time").
- 7. Labor Compliance:**
☐ Certified payrolls shall be spot-checked against daily diaries and prevailing wages (see Chapter 16, Section 16.11 "Labor Compliance").
Local agency's Labor Compliance Officer: _____
- 8. EEO:**
☐ Maintain records to ensure EEO requirements are performed and documented in contract record (see Chapter 16, Section 16.12 "Equal Employment Opportunity").

Local agency's EEO Compliance Officer: _____
- 9. EEO/Wage Rate/False Statements Posters:**
☐ Federal posters shall be posted for every worker to see at, or near, the contractor's office at the construction site or at the workers central gathering point.
- 10. Employee Interviews:**
☐ There shall be employee interviews conducted (see Chapter 16, Exhibit 16-N).
- 11. OJT:**
☐ Are OJT requirements included in the contract, yes ☐ no ☐.
- ☐ If yes, documentation will be retained in project files to account for the apprentices on the job.
- 12. DBE:**
☐ Local agency's Annual Anticipated DBE Participation Level,
☐ Local agency's DBE Liaison Officer: _____
☐ Contractor's completed Local Agency Bidder-DBE-Information Form (Exhibit 15-G) in project files.
- ☐ Contractor has been provided "Monthly DBE Trucking Verification" Form (see Chapter 16, Exhibit 16-Z)

13. CCOs/CLAIMs:

- ☐ A CCO approval process shall be established. For NHS projects, major change orders will be approved by DLAE prior to performance of work (see Chapter 16, Section 16.13 "Contract Change Orders").
- ☐ There shall be a list of the approved CCOs.
- ☐ All CCOs shall note federal-aid eligibility or not.
- ☐ Pending claims to be identified and documentation in contract file

14. Traffic Safety in Highway and Street Work Zones:

- ☐ Traffic Control Plan (TCP)/Traffic Management Plan (TMP) in the PS&E? Yes ☐ No ☐
(see Chapter 16, Section 16.6 "Traffic Safety in Highway and Street Work Zones")
Comments:

Responsible Person _____ (if not the RE)

- ☐ Local Agency shall field review the project to see that the TCP agrees with the actual conditions.
- ☐ Local Agency shall be analyzing construction work site accidents for the purpose of correcting deficiencies which might be found to exist on this project projects and to improve the content of future TCPs.

15. Materials Files:

- ☐ The Quality Assurance Program (QAP) is in the project files (see Chapter 16, Section 16.14 "Quality Assurance Program").
- ☐ There shall be procedures for and filing of: (if appropriate)
 - Notice of Materials to be used
 - Certifications of Compliance
 - "Buy America" Requirements
- ☐ Acceptance Sampling and Testing Reports shall be in the files.
- ☐ There shall be a "Summary Log" of tests.
- ☐ Frequency tables shall be used.
- ☐ Failed tests shall be documented in the files with cross references to re-tests.
- ☐ Resident Engineer shall review all test reports.

16. Environmental

- ☐ The approved NEPA document is in the project files.
- ☐ The construction project shall adhere to the mitigation requirements in the approved NEPA document.

17. For Projects on the State Highway System

- ☐ A Caltrans Encroachment Permit has been issued.
- ☐ Local Agency shall comply with State's Representative's oversight requirements.

Local agency's Resident Engineer
agency employee or Consultant,
(Consultants on retainer are considered
Local agency employees)

Local agency's person in "Responsible (Local)
Charge" if Resident Engineer is a Consultant.

Date: _____